

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: March 22, 2016 **Approx Start Time:** 10:30 **Approx Length:** 60 min

Presentation Title: Proposed Fee Changes for FY 2016-17

Department: County Administration

Presenters: Deputy County Administrator Laurel Butman

Other Invitees: Sherry Hall, Clerk's Office; Jill Archer, H3S; Barb Cartmill & Diedre Landon, Transportation & Development; Marc Gonzales, Finance

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

We are seeking preliminary approval of proposed changes the comprehensive fee schedule for inclusion in FY 2016-17 budget proposals.

EXECUTIVE SUMMARY:

This is the annual review of proposed fees and fines for the coming fiscal year. Each year, the Board of County Commissioners sets fees and fines along with adoption of the budget for the coming fiscal year. Early review and preliminary approval of proposed fees and fines allows County departments to integrate those proposals into the requested budgets they submit to the County Administrator.

For purposes of this policy session, only departments with revisions to their fees and/or fines are represented with revised, new, or discontinued items highlighted. Full fee and fine schedules are in Appendices A and B of the County Code.

A summary of changes is as follows; the attachments listed below include the proposed fees for FY 2016-17.

The **Clerk's Office** is requesting three fee changes:

1. A waiver of the fee for a "3-day wait waiver" for veterans because they sometimes have a very tight timeline before being deployed which is not in their control. Some have less than 3 days;
2. Removal of the fee for Federal Tax Lien searches. Oregon County Recording Offices stopped assessing this fee some years ago; and
3. A reduced rate for passport photo services for veterans and seniors. (Attachment A)

The **H3S, Environmental Health** program provides Clackamas County with:

- Food Safety Inspections: Restaurants, mobile units, vending machines, temporary events and farmers markets, schools, daycare facilities, and head start programs
- Code Complaint Investigation and Plan Reviews
- Public Pool, Spa and Fountain Inspections and Plan Reviews
- Public Drinking Water System Inspections and Investigations
- Bed & Breakfast, Tourist Facility and RV Park Inspections
- Organizational Camps and Job Corp Inspections

Additional services provided:

- Inspections & Licensing for Benevolent (nonprofit and government agencies) at no cost. (*212 Benevolent licenses issued in 2015)
- Communicable Disease and Foodborne Illness Outbreak Investigations
- Animal Bite Investigations
- Public Health Emergency Preparedness and Response

- Air and Water quality evaluation

The proposed fee increase, if approved, becomes effective July 1, 2016. A 4.1% increase to all EH fees will offset the FY15-16 and 16-17 COLA expenses. An incremental increase of 5% is proposed in addition to the COLA offset for the remaining services our current fees do not yet meet the cost of providing. The Public Health Division's goal for the Environmental Health Program is to continue to be self-supporting using a fee schedule based on a cost of service formula. (Attachments B & C)

Transportation & Development is revising some fees for several reasons including adopting new fees for marijuana land use applications and adopting a new fee schedule for the septic and onsite wastewater program due to the transition of the former WES soils program to DTD. A summary of the fees under consideration is available in Attachment D. (Attachments D & E)

Note: During the first 60-days of 2016, the permit submittals in the Septic & Onsite Wastewater Program have been roughly 10% higher than the first 60-days of 2015. Interestingly, this is despite the wet weather conditions that Clackamas County has been experiencing this winter. It is anticipated that the increase in submittals will remain consistent, if not rise even further as the weather dries out. In addition to this, historically Transportation & Development workgroups are inundated with additional permit submittals when there is a fee increase on the horizon. *DTD and WES would like to request that the new DTD Septic & Onsite Wastewater Program fee schedule be adopted and the old WES fee schedule be repealed as soon as possible; preferably earlier than July 1, 2016.*

Water Environment Services is repealing all fees associated with its Soils program which was transferred to Transportation & Development. (Attachment F)

The **Law Library** is updating fees for copying, document searches and retrievals, and processing fees. This fees and fines schedule was last amended in 2003. The Law Library no longer issues Pass Point Access Cards; these fees are being repealed. No changes are requested to sending or receiving FAX fees. The fee for copies was first implemented in 1979 at 1.5 cents per page; since last amended in 2003, copier/printer costs have increased, including paper and toner expense. The Law Library is requesting the fee of 10 cents per copy be doubled to allow for the rising costs. Washington and Multnomah currently charge 10 cents per copy, but are anticipating similar changes in the near future. There is an increase of 5 cents per page for microfilm copies based on the same, including rising costs of Technology Services, improved services (ability to print from microfilm/fiche through computer to copier/printer), and replacement of Reader/Printer.

The new fees being requested are the same as Washington County Law Library, with the exception of copies, scans, and prints made by staff and emailed and legal document requests including the overdue material, processing fee for late payment (over 60 days), lost or damaged material, and a new processing fee for replacing lost or damaged materials. These exceptions are based on the cost of online legal research subscription databases and personnel expense. (Attachment G)

Finance's Facilities Division is codifying its fees for public usage of County-owned facilities. There have been increasing requests to utilize County-owned facilities for parking and for events. These fees aim to provide cost recovery for staffing these uses by non-County organizations.

NOTE: All fee/fine changes are highlighted in yellow on the attachments.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? Fees and fines are revenues.

What is the funding source? N/A

Environmental Health: Most fees are collected in January of each year. In FY 2016-17 the revenue projected from this fee increase is \$54,464. In FY 2017-18 and annually thereafter, an additional increase is proposed to offset COLA expenses. A full fee review is planned for FY 2018-19.

STRATEGIC PLAN ALIGNMENT:

This issue aligns with the following Board Strategic Priorities:

- Build public trust through good government – by ensuring that fees for service are transparent to the public and are recovering costs so that taxpayers aren't a) unduly subsidizing private activities or b) unfairly burdened
- Ensure safe, healthy and secure communities – by ensuring proper permits and inspections are acquired to ensure public health and safety

LEGAL/POLICY REQUIREMENTS:

Unless otherwise delegated or approved, the Board of County Commissioners establishes fees and fines as part of the annual budget adoption process. Environmental Health: The State sets a fee and counties are expected to be within a range of 20% below to 20% above. If a proposed fee increase is out of 20% range, the local jurisdiction will set the fee according to cost. The State has the authority to override a Local Jurisdiction decision if it isn't justified. FY 2015-16 increases were reviewed and found to be justified by the State.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The Budget Committee meets for several days of review and hearings in the spring. Fees and fines are at that point integrated into the Administrator's Proposed Budget and subject to further review. The Board of County Commissioners formally sets the fees and fines at the budget adoption hearing in June.

OPTIONS:

1. Approve the proposed fees for integration into departmental budgets.
2. Provide further direction to departments regarding proposed fees.
3. Direct staff to schedule a hearing on the adoption of the new Septic & Onsite Wastewater Program and repeal of the old Soils fees at the next available Board Business Meeting.

RECOMMENDATION:

Staff respectfully recommends:

1. Approval of proposed departmental fees and fines for integration into departmental budgets; and
2. Approval for staff to schedule a hearing on the adoption of the new Septic & Onsite Wastewater Program and repeal of the old Soils fees at the next available Board Business Meeting.

ATTACHMENTS:

1. Attachment A: Clerk's Office Fee Changes for FY 2016-17
2. Attachment B: Environmental Health Fee Changes for FY 2016-17
3. Attachment C: Environmental Health County Fee Comparison for FY 2016-17
4. Attachment D: Summary of Transportation & Development Fee Changes for FY 2016-17
5. Attachment E: Transportation & Development Fee Changes for FY 2016-17
6. Attachment F: Water Environment Services Fee Repeals for FY 2016-17
7. Attachment G: Law Library Fee Changes for FY 2016-17
8. Attachment H: Facilities Fee Changes for FY 2016-17

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval _____
County Administrator Approval _____ LB _____

For information on this issue or copies of attachments, please contact Laurel Butman @ 503-655-8893

Attachment A – Clerk’s Office Fee Changes for FY 2016-17

DESCRIPTION	AUTHORIZING LEGISLATION	ORS auth. fee	Code auth. fee	CURRENT Fee Amount	PROPOSED Fee amount
Waiving the three-day waiting period for marriage license	Code §1.01.090		X	\$15	\$15 – general \$0 – Veterans
Federal Tax Lien search – per debtor name	ORS 205.320(4)(c)	X		\$3.75	-
Passport photo services	Code §1.01.090		X	\$15	\$15 – general \$10 – Veterans & Seniors

Attachment B – Environmental Health Fee Changes for FY 2016-17

DESCRIPTION	AUTHORIZING LEGISLATION	Fee set by ORS	ORS auth. fee	Code auth. fee	CURRENT Fee Amount FY 2014-15	PROPOSED Fee amount
Restaurants	Code §1.01.090 ORS 624.490		x	x		
0-15 seats		\$368.00			\$520	\$541
16-50 seats		\$415.00			\$583	\$607
51-150 seats		\$473.00			\$670	\$697
151+ seats		\$525.00			\$739	\$806
Limited		\$210.00			\$297	\$309
Temporary Restaurants	ORS 624.490		x			
Single Event		\$37.00			\$139	\$145
Intermittent		\$53.00			\$139	\$145
Seasonal		\$53.00			\$139	\$145
<i>Late Fee</i>					\$25	\$26
Benevolent	ORS 624.106	\$0	x		\$0	\$0
Benevolent - 1 day event		\$0			\$0	\$0
Benevolent - 2 day event		\$0			\$0	\$0
Benevolent - 3-4 day event		\$0			\$0	\$0
Benevolent - 5-30 day event		\$0			\$0	\$0
Benevolent - 90 day event		\$0			\$0	\$0
Mobile Units	ORS 624.490		x			
Class I		\$132.00			\$184	\$201
Class II		\$132.00			\$299	\$311
Class III		\$132.00			\$318	\$347
Class IV		\$132.00			\$332	\$362
Commissary		\$263.00			\$369	\$384
Combo Commissary					\$70	\$73
Warehouses		\$105.00			\$139	\$145
Pool/Spa	ORS 448.035		x			
Year round - primary		\$100.00			\$415	\$453
Year round - secondary		\$60.00			\$277	\$302
Seasonal - primary		\$100.00			\$244	\$254
Seasonal - secondary		\$60.00			\$175	\$182

Attachment B – Environmental Health Fee Changes for FY 2016-17, continued

DESCRIPTION	AUTHORIZING LEGISLATION	Fee set by ORS	ORS auth. fee	Code auth. fee	CURRENT Fee Amount FY 2014-15	PROPOSED Fee amount
Day Care	Code §1.01.090			x		
5-15 children					\$139	\$145
16-40 children					\$208	\$217
41-75 children					\$277	\$288
76+ children					\$317	\$330
Tourist Accommodations	Code §1.01.090			x		
1-10 units					\$175	\$182
11-25 units					\$208	\$217
26+ units					\$312	\$325
Organizational Camps	Code §1.01.090			x		
No food					\$139	\$152
With food					\$346	\$377
Picnic Park						
Picnic Park					\$209	\$218
Recreation Vehicle Parks	Code §1.01.090			x		
1-5 spaces					\$305	\$318
6-9 spaces					\$318	\$331
10+ spaces					\$346	\$360
Schools	Code §1.01.090			x		
Full Kitchen					\$277	\$288
Satellite Kitchen					\$208	\$217
Bed & Breakfast	ORS 624.490		x			
Breakfast only		\$ 158.00			\$222	\$231
Full menu		\$ 158.00			\$429	\$447
Real Estate Evaluations	Code §1.01.090			x		
Well Inspections					\$369	\$384
Wells, second revisit					\$70	\$76

Attachment B – Environmental Health Fee Changes for FY 2016-17, continued

DESCRIPTION	AUTHORIZING LEGISLATION	Fee set by ORS	ORS auth. fee	Code auth. fee	CURRENT Fee Amount FY 2014-15	PROPOSED Fee amount
Vending Machines	ORS 624.490		x			
1 - 10 machines		\$27.00			\$37	\$40
11 - 20 machines		\$53.00			\$75	\$82
21 - 30 machines		\$79.00			\$112	\$122
31 - 40 machines		\$105.00			\$148	\$161
41 - 50 machines		\$131.00			\$184	\$201
51 - 75 machines		\$158.00			\$223	\$243
76 - 100 machines		\$210.00			\$295	\$307
101 - 250 machines		\$367.00			\$517	\$538
251 - 500 machines		\$578.00			\$812	\$845
501 - 750 machines		\$788.00			\$1,108	\$1,153
751 - 1000 machines		\$966.00			\$1,357	\$1,413
Plan Reviews	Code §1.01.090			x		
Restaurants 0-50 seats					\$348	\$380
Restaurants 51-150 seats					\$487	\$531
Restaurants 151+ seats					\$625	\$651
Temporary Restaurant					\$53	\$55
Schools					\$484	\$504
Bed & Breakfast					\$348	\$362
Mobile Unit Class I					\$209	\$228
Mobile Unit Class II					\$278	\$289
Mobile Unit Class III					\$318	\$347
Mobile Unit Class IV					\$348	\$380
Commissary					\$348	\$362
Warehouses					\$139	\$152
Pool & Spa	ORS 448.035	\$300.00	x		\$761	\$830
Pool & Spa - Minor alterations	Code §1.01.090			x	\$348	\$380
Pool & Spa- Add'l Const. Inspection	ORS 448.035	\$100.00	x		\$139	\$152
Tourist 1-10 units	Code §1.01.090			x	\$139	\$145
Tourist 11-25 units					\$208	\$227
Tourist 26+					\$208	\$227
RV 1-5 spaces					\$277	\$302
RV 6-9 spaces					\$208	\$217
RV 10+ spaces					\$208	\$217
Organizational camps					\$278	\$289
Picnic Park					\$416	\$433

Day Care Centers					\$278	\$289
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Attachment C – Environmental Health County Fee Comparison

	FY 2015-16 Clackamas County Fees	FY 2016-17 Proposed Clackamas County Fees	Wash- ington (as of 7/1/15)	Clark (as of 2014)	Lane (as of 2012)	Marion (as of 1/1/16)	Like County Average	Diff (less than) more than
Restaurants								
0-15 seats	\$520	\$541	\$642	\$385	\$536	\$441	\$636	(\$95)
16-50 seats	\$583	\$607	\$701	\$705	\$588	\$498	\$768	(\$161)
51-150 seats	\$670	\$697	\$760	\$705	\$678	\$568	\$840	(\$143)
151+ seats	\$739	\$806	\$878	\$1,097	\$783	\$631	\$1,041	(\$235)
Limited	\$297	\$309	\$418	\$273	\$263	\$252	\$414	(\$105)
Temporary Restaurants								
Single Event	\$139	\$145	\$185	\$152	\$111	\$127	\$144	\$1
Intermittent	\$139	\$145	\$185		\$111	\$254	\$183	(\$39)
Seasonal	\$139	\$145	\$185		\$111	\$254	\$183	(\$39)
<i>late fee</i>	\$25	\$26						\$26
Benevolent - 1 day event	\$0		\$43			\$27	\$35	(\$35)
Benevolent - 2 day event	\$0		\$43			\$48	\$46	(\$46)
Benevolent - 3-4 day event	\$0		\$43			\$65	\$54	(\$54)
Benevolent - 5-30 day event	\$0		\$43			\$106	\$75	(\$75)
Benevolent - 90 day event	\$0		\$92			\$212	\$152	(\$152)
Mobile Units								
Class I	\$184	\$201	\$518	\$273	\$216	\$208	\$304	(\$103)
Class II	\$299	\$311	\$518	\$596	\$216	\$208	\$385	(\$73)
Class III	\$318	\$347	\$570	\$596	\$216	\$208	\$398	(\$51)
Class IV	\$332	\$362	\$625	\$1,042	\$216	\$208	\$523	(\$161)
Commissary	\$369	\$384	\$555		\$216	\$347	\$373	\$11
Combo Commissary	\$70	\$73	\$501				\$501	(\$428)
Warehouses	\$139	\$145	\$377		\$111	\$141	\$210	(\$65)
Pool/Spa								
Year round - primary	\$415	\$453	\$504	\$961	\$305	\$364	\$534	(\$81)
Year round - secondary	\$277	\$302	\$418	\$250	\$305	\$238	\$303	(\$1)

Seasonal - primary	\$244	\$254
Seasonal - secondary	\$175	\$182

\$274	\$654	\$305	\$364	\$399	(\$145)
\$231	\$250	\$305	\$238	\$256	(\$74)

Attachment C – Environmental Health County Fee Comparison

	FY 2015-16 Clackamas County Fees	FY 2016-17 Proposed Clackamas County Fees
Day Care		
5-15 children	\$139	\$145
16-40 children	\$208	\$217
41-75 children	\$277	\$288
76+ children	\$317	\$330
Tourist Accommodations		
1-10 units	\$175	\$182
11-25 units	\$208	\$217
26+ units	\$312	\$325
Organizational Camps		
No food	\$139	\$152
With food	\$346	\$377
Picnic Park		
Picnic Park	\$209	\$218
Recreation Vehicle Parks		
1-5 spaces	\$305	\$318
6-9 spaces	\$318	\$331
10+ spaces	\$346	\$360
Schools		
Full Kitchen	\$277	\$288
Satellite Kitchen	\$208	\$217
Bed & Breakfast		
Breakfast only	\$222	\$231
Full menu	\$429	\$447
Real Estate Evaluations		
Septic Inspection	\$0	
Well Inspections	\$369	\$384
Well and Septic	\$0	
Wells, second revisit	\$70	\$76
Vending Machines		
1 - 10 machines	\$37	\$40
11 - 20 machines	\$75	\$82

Wash- ington (as of 7/1/15)	Clark (as of 2014)	Lane (as of 2012)	Marion (as of 1/1/16)	Like County Average	Diff (less than) more than
\$275		\$168	\$172	\$205	(\$60)
\$275		\$168	\$172	\$205	\$12
\$275		\$168	\$172	\$205	\$83
\$275		\$168	\$172	\$205	\$125
\$170			\$219	\$195	(\$12)
\$170			\$238	\$204	\$13
\$233				\$233	\$92
					\$0
\$582		\$237	\$370	\$396	(\$245)
\$582		\$237	\$370	\$396	(\$19)
\$330		\$105	\$99	\$178	\$40
\$321			\$219	\$270	\$48
\$321			\$219	\$270	\$61
\$321			\$219	\$270	\$90
	\$596	\$168	\$265	\$343	(\$55)
	\$596	\$168	\$166	\$310	(\$93)
\$330	\$298	\$74	\$189	\$223	\$8
\$330	\$298	\$220	\$189	\$259	\$187
				\$0	\$0
				\$0	\$384
				\$0	\$0
				\$0	\$76
\$377		\$79	\$34	\$163	(\$124)
\$488		\$90	\$67	\$215	(\$133)

21 - 30 machines	\$112	\$122
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\$603	\$126	\$104	\$278	(\$155)
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Attachment C – Environmental Health County Fee Comparison

	FY 2015-16 Clackamas County Fees	FY 2016-17 Proposed Clackamas County Fees
31 - 40 machines	\$148	\$161
41 - 50 machines	\$184	\$201
51 - 75 machines	\$223	\$243
76 - 100 machines	\$295	\$307
101 - 250 machines	\$517	\$538
251 - 500 machines	\$812	\$845
501 - 750 machines	\$1,108	\$1,153
751 - 1000 machines	\$1,357	\$1,413
Plan Reviews		
Restaurants 0-50 seats	\$348	\$380
Restaurants 51-150 seats	\$487	\$531
Restaurants 151+ seats	\$625	\$651
Temporary Restaurant	\$53	\$55
Schools	\$484	\$504
Bed & Breakfast	\$348	\$362
Mobile Unit Class I	\$209	\$228
Mobile Unit Class II	\$278	\$289
Mobile Unit Class III	\$318	\$347
Mobile Unit Class IV	\$348	\$380
Commissary	\$348	\$362
Warehouses	\$139	\$152
Pool & Spa	\$761	\$830
Pool & Spa - Minor alterations	\$139	\$152
Pool & Spa- Add'l Const. Inspection	\$139	\$145
Tourist 1-10 units	\$208	\$227
Tourist 11-25 units	\$208	\$227
Tourist 26+	\$277	\$302
RV 1-5 spaces	\$208	\$217
RV 6-9 spaces	\$208	\$217
RV 10+ spaces	\$278	\$289

Wash- ington (as of 7/1/15)	Clark (as of 2014)	Lane (as of 2012)	Marion (as of 1/1/16)	Like County Average	Diff (less than) more than
\$718		\$137	\$140	\$332	(\$170)
\$834		\$163	\$173	\$390	(\$189)
\$951		\$205	\$208	\$455	(\$211)
\$1,067		\$263	\$278	\$536	(\$229)
\$1,184		\$462	\$486	\$711	(\$172)
\$1,301		\$699	\$765	\$922	(\$76)
\$1,418		\$951	\$1,041	\$1,137	\$17
\$1,418		\$1,155	\$1,278	\$1,284	\$129
\$629	\$670	\$195	\$529	\$506	(\$126)
\$810	\$670	\$195	\$529	\$551	(\$20)
\$810	\$670	\$195	\$529	\$551	\$100
\$182		\$72	\$60	\$105	(\$50)
	\$620		\$342	\$481	\$23
		\$126		\$126	\$236
\$450		\$195	\$298	\$314	(\$86)
\$450		\$195	\$298	\$314	(\$25)
\$536		\$195	\$298	\$343	\$4
\$544		\$195	\$298	\$346	\$34
\$629			\$396	\$513	(\$150)
\$450			\$246	\$348	(\$196)
\$1,268			\$529	\$899	(\$68)
\$905	\$999		\$529	\$811	(\$659)
\$1,044				\$1,044	(\$899)
\$467		\$189		\$328	(\$101)
\$467		\$189		\$328	(\$101)
\$485		\$189		\$337	(\$35)
				\$0	\$217
				\$0	\$217
				\$0	\$289

Organizational camps	\$416	\$433
Picnic Park	\$278	\$289
Day Care Centers	\$168	\$175

\$467		\$396	\$432	\$2
			\$0	\$289
\$523		\$342	\$433	(\$258)

Attachment D – Summary of Transportation & Development Fee Changes for FY 2015-16

DTD – ENGINEERING

One Lane Road Closure, Traffic Control Plan Review **\$95**

Description: Engineering has a "temporary road closure" fee, but the proposed "one lane road closure, traffic control plan review" fee would cover work areas where only one lane is being closed. We have very little review on a one-lane road closure. The Temporary Road Closure is currently \$195 but that assumes a full traffic plan and detour review. A one-lane closure requires less staff work because our review is limited to the work site and we are only looking at signage plans in one location.

DTD - PLANNING - Land Use Applications

New Site Evaluation - Residential & Commercial

Marijuana Land Use Application - Type I **\$900**

Marijuana Land Use Application - Type II **\$1,000**

Description: It is anticipated that a Type I or Type II Marijuana Land Use application will require six hours of staff time to process, this includes time for a permit specialist to process the application and for a land use planner to conduct research (including site visits and analysis) and write the decision. The county will include a Land Use Compatibility Statement for tenant improvements in the Type I Application. The Type II application requires public notice, so the price is slightly higher to accommodate this added expense. It is hard to find regional comparables on such a new land use application fee.

DTD - SEPTIC & ONSITE WASTEWATER PROGRAM (adopting new fee schedule)

Description: On October 27, 2015, staff from Transportation and Development and CCSD1 approached the BCC with a proposal to transfer the management of the Soils group into DTD. This transition was approved by the BCC formally in December 2015 and the transfer of the Septic & Onsite Wastewater Program is currently underway. CCSD1 is repealing their current fee schedule and DTD is requesting that the BCC adopt the following fee schedule to support the administration of this permitting program.

Please note the following:

- The proposed fees reflect the direction DTD staff was given to increase current fees by adopting the maximum fee as currently set by DEQ. DEQ was used as the baseline because if Clackamas County did not provide these services, the program would relinquish to Oregon DEQ and their fee structure would apply.
- In the case of the proposed "Large System Fee", DTD is asking that the BCC adopt the average fee currently adopted by other agencies in the region. This fee is not currently in the DEQ fee table, but other counties have adopted a similar fee.
- In the case of the proposed "Pumper Truck Inspection" fees, DTD is asking that the BCC adopt the average fee currently adopted by other agencies in the region. A majority of the Multnomah County pumper trucks come to Clackamas County for their inspections due our low fee level when compared to Multnomah County; this program is disruptive to staff because it pulls them away from their other processes.
- DEQ requires permitting agencies to collect a DEQ surcharge on all permits issued by the agency. Clackamas County currently collects this charge, but historically the fee has been paid to DEQ out of application fees, reducing the revenue from the applicable

fees by \$100. DTD is requesting adoption of a separate DEQ surcharge that will be captured above the adopted permit fee on the fees indicated with an asterisk (*). This is consistent with other jurisdictions in the region.

Attachment E – Transportation & Development (DTD) Fee Changes

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - ENGINEERING							
<i>One lane road closure, traffic control plan review</i>	Code §1.01.090			X	\$0	\$95	
DTD - PLANNING - Land Use Applications							
New Site Evaluation - Residential & Commercial*							
<i>Marijuana Land Use Application - Type I (Includes LUCS)</i>	ZDO §1307.15			X	\$0	\$900	Portland = \$975; Washington County = \$100 LUCS Only
<i>Marijuana Land Use Application - Type II (Natural Resource District; Public Notification Required)</i>	ZDO §1307.15			X	\$0	\$1,000	Portland = \$975
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM							
New Site Evaluation - Residential & Commercial							
<i>Single Family Dwelling - per lot.</i>	ORS 454.725			X	\$635	\$735*	DEQ = \$735; Lane = \$680; Washington = \$780; Multnomah = \$1,898; Marion = \$625; Average = \$933
<i>Residential Plan review fee (in addition to permit fees)</i>	ORS 454.725			X	\$0	\$85	DEQ = \$85
<i>Commercial Facility or Community System - first 1,000 gallons</i>	ORS 454.725			X	\$635	\$735*	DEQ = \$735; Lane = \$680; Washington = \$780; Multnomah = \$1,898; Marion = \$625; Average = \$933
<i>Commercial Facility or Community System - each additional 500 gallons</i>	ORS 454.725			X	\$110	\$176	DEQ = \$176; Lane = \$176; Washington = \$176; Multnomah = \$448; Marion = \$120; Average = \$219

Attachment E – Transportation & Development (DTD) Fee Changes, continued

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM, continued							
Construction Permits							
<i>Standard System</i>	ORS 454.725			X	\$660	\$1,296*	DEQ = \$1,008-\$1,296; Lane = \$1,008; Washington = \$964; Multnomah = \$3,392; Marion = \$750; Average = \$1,447
<i>Pressure Distribution</i>	ORS 454.725			X	\$860	\$1,469*	DEQ = \$1,235-\$1,469; Lane = \$1,235; Washington = \$1,335; Multnomah = \$3,392; Marion = \$990; Average = \$1,656
<i>Alternative Treatment Technology</i>	ORS 454.725			X	\$940	\$1,469*	DEQ = \$1,235-1,469; Lane = \$1,235; Washington = \$1,135; Multnomah = \$3,392; Marion = \$990; Average = \$1,616
<i>Redundant System</i>	ORS 454.725			X	\$660	\$1,296*	DEQ = \$1,008-1,296; Lane = \$1,008; Washington = \$1,108; Multnomah = \$2,497; Marion = \$750; Average = \$1,297
<i>Steep Slope</i>	ORS 454.725			X	\$660	\$1,296*	DEQ = \$1,008-1,296; Lane = \$1,008; Washington = \$1,108; Multnomah = \$2,497; Marion = \$752; Average = \$1,298
<i>Tile Dewatering</i>	ORS 454.725			X	\$830	\$1,469*	DEQ = \$1,235-1,469; Lane = \$1,235; Washington = \$1,335; Multnomah = \$3,392; Marion = \$990; Average = \$1,656
<i>Seepage Trench</i>	ORS 454.725			X	\$660	\$1,296*	DEQ = \$1,008 -1,296; Lane = \$1,008; Washington = \$1,108; Multnomah = \$2,497; Marion = \$750; Average = \$1,297
<i>Gray Water Disposal Sump or other Nonwater-Carried System</i>	ORS 454.725			X	\$550	736*	DEQ = \$448-736; Lane = \$1,312; Washington = \$548; Multnomah = \$1,279; Marion = \$559; Average = \$852
<i>Capping Fill</i>	ORS 454.725			X	\$940	\$1,469*	DEQ = \$1,235-1,469; Lane = \$1,235; Washington = \$1,108; Multnomah = \$3,392; Marion = \$990; Average = \$1,611

Attachment E – Transportation & Development (DTD) Fee Changes, continued

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM, continued							
Construction Permits, continued							
<i>Sand Filter</i>	ORS 454.725			X	\$1,000	\$1,808*	DEQ = \$1,520-1,808; Lane = \$1,520; Washington = \$1,620; Multnomah = \$3,392; Marion = \$1,200; Average = \$1,876
<i>Saprolite</i>	ORS 454.725			X	\$940	\$1,296*	DEQ = \$1,008-1,296; Lane = \$1,008; Washington = \$1,108; Multnomah = \$2,497; Marion = \$750; Average = \$1,297
<i>Commercial Holding Tank</i>	ORS 454.725			X	\$400	500*	DEQ = \$500; Lane = \$384; Washington = \$484; Multnomah = \$762; Marion = \$435; Average = \$490
<i>Pump System (in addition to permit fee)</i>	ORS 454.725			X	\$35	\$64	DEQ = \$64; Washington = \$64; Multnomah = \$198; Marion = \$50; Average = \$94
<i>Commercial Plan review fee (in addition to permit fees)</i>	ORS 454.725			X	\$315	\$560	DEQ = \$368-560; Multnomah = \$1,502; Marion = \$75; Average = \$680
<i>Permit Renewal - No Field Visit</i>	ORS 454.725			X	\$195	\$195	DEQ = \$195; Lane = \$152; Washington = \$252; Multnomah = \$648; Marion = \$26; Average = \$246
<i>Permit Renewal - Field Visit</i>	ORS 454.725			X	\$460	\$520	DEQ = \$520; Lane = \$520; Washington = \$620; Multnomah = \$1,489; Marion = \$336; Average = \$697
Residential Repair*							
<i>Minor Repair Residential</i>	ORS 454.725			X	\$260	\$360*	DEQ = \$360; Lane = \$256; Washington = \$356; Multnomah = \$545; Marion = \$100; Average = \$303
<i>Major Repair Residential</i>	ORS 454.725			X	\$545	\$645*	DEQ = \$645; Lane = \$535; Washington = \$635; Multnomah = \$1,100; Marion = \$600; Average = \$681

Attachment E – Transportation & Development (DTD) Fee Changes, continued

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM, continued							
Commercial Repair							
<i>Minor Repair commercial</i>	ORS 454.725			X	\$250	\$464*	DEQ = \$464; Lane = \$256; Washington = \$356; Multnomah = \$2,497; Marion = \$100; Average = \$735
<i>Major Repair commercial</i>	ORS 454.725			X	\$650	\$1,008*	DEQ = \$1,008; Lane = \$535; Washington = \$635; Multnomah = \$2,497; Marion = \$600; Average = \$1,055
<i>Commercial Repair review fee (601-2,500 gpd) in addition to repair permits</i>	ORS 454.725			X	\$0	\$221	Washington = \$96; Multnomah = \$317; Marion = \$250; Average = \$221
Alteration Permits							
<i>Minor Alteration</i>	ORS 454.725			X	\$270	\$370*	DEQ = \$370; Lane = \$310; Washington = \$364; Multnomah = \$1,279; Marion = \$175; Average = \$478
<i>Major Alteration</i>	ORS 454.725			X	\$565	\$665*	DEQ = \$665; Lane = \$736; Washington = \$652; Multnomah = \$2,509; Marion = \$675; Average = \$1,025
Authorization Notice							
<i>Authorization Notice without Field Visit</i>	ORS 454.725			X	\$155	\$255*	DEQ = \$255; Lane = \$160; Washington = \$260; Multnomah = \$648; Marion = \$150; Average = \$276
<i>Authorization Notice with Field Visit</i>	ORS 454.725			X	\$0	\$624*	DEQ = \$624; Lane = \$624; Washington = \$724; Multnomah = \$1,801; Marion = \$450; Average = \$845

Attachment E – Transportation & Development (DTD) Fee Changes, continued

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM, continued							
Additional Services							
<i>Site Evaluation (for repair or alteration)</i>	ORS 454.725			X	\$635	\$735*	DEQ = \$735; Washington = \$780; Multnomah = \$948; Marion = \$625; Average = \$748
<i>Existing System Report (no water, requires staff site visit)</i>	ORS 454.725			X	\$530	\$630*	DEQ = \$630; Lane = \$640; Washington = \$740; Multnomah = \$1,277; Marion = \$435; Average = \$773
<i>Existing System Report Review (no site visit)</i>	ORS 454.725			X	\$0	\$85	DEQ = \$630; Lane = \$640; Washington = \$740; Multnomah = \$1,277; Marion = \$435; Average = \$773
<i>Pumper Truck Inspection - first truck</i>	ORS 454.725			X	\$120	\$231	DEQ = \$120; Lane = \$118; Washington = \$100; Multnomah = \$740; Marion = \$98; Average = \$231
<i>Pumper Truck Inspection - additional truck</i>	ORS 454.725			X	\$60	\$103	DEQ = \$60; Lane = \$66; Washington = \$50; Multnomah = \$298; Marion = \$50; Average = \$103
<i>Evaluation of a Temporary/Mobile Home Hardship</i>	ORS 454.725			X	\$0	\$100	DEQ = \$100 - \$330; Washington = \$330; Multnomah = \$1,015; Marion = \$264; Average = \$456
<i>Annual/Biennial Evaluation of an Alternative System</i>	ORS 454.725			X	\$0	\$528	DEQ = \$528; Lane = \$528; Washington = \$528; Multnomah = \$762; Marion = \$264; Average = \$522
<i>Annual Report Evaluation for a Holding Tank</i>	ORS 454.725			X	\$35	\$35	DEQ = \$35; Lane = \$30; Washington = \$30; Multnomah = \$762; Marion = \$50; Average = \$180
<i>Annual Report Evaluation, O&M Systems</i>	ORS 454.725			X	\$70	\$70	DEQ = \$70; Lane = \$60; Washington = \$60; Multnomah = \$164; Marion = \$50; Average = \$78
<i>Plot Plan Check (NEW Building Permits)</i>	ORS 454.725			X	\$0	\$165	DEQ = \$165; Lane = \$58

Attachment E – Transportation & Development (DTD) Fee Changes, continued

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount	Comparables
DTD - SEPTIC & ONSITE WASTEWATER PROGRAM, continued							
Additional Services, continued							
<i>Plot Plan Check (REMODEL Building Permits)</i>	ORS 454.725			X	\$0	\$85	DEQ = \$85; Lane = \$58
<i>Reinspection Fee / Additional Field Visit</i>	ORS 454.725			X	\$0	\$100 / hour	DEQ = \$100
<i>Review / Research Request Fee (in office only - no field visit.)</i>	ORS 454.725			X	\$35/hr. with \$20 min	\$70/hour - 1 hour minimum	DEQ = \$70; Lane = \$24
<i>Oregon DEQ Surcharge</i>	ORS 454.725			X	\$100 - paid out of the existing fee structure.	\$100 - Charged on permits above as indicated with "**"	DEQ = \$100; Lane = \$100; Washington = \$100; Multnomah = \$100; Marion = \$100; Average = \$100 <i>(*Currently paid out of the existing fee structure above.)</i>

Please Note:

Each County having an agreement with the Oregon DEQ under ORS 454.725 must adopt a fee schedule for services rendered and permits issued. The County fee Schedule may not include the Oregon DEQ surcharge established in section (9) of the On-Site Wastewater Disposal Rules unless identified as an Oregon DEQ surcharge.

Attachment F – Water Environment Services Fee Repeals

WATER ENVIRONMENT SERVICES	AUTHORIZING LEGISLATION	Fee set by ORS	ORS authorized fee	County Code authorized fee	BOARD ADOPTED FEE
(1) This table establishes the fees for site evaluations, permits, reports, variances, licenses, and other services Clackamas County provides under the On-Site Wastewater Treatment Program.					
(2) Site evaluation and existing system review fees.					
(a) New Site Evaluation Fees					
(A) Single Family Residence					
(i) First Lot or Site	OAR 340-071-0140 (2)		*	*	\$500.00*
(B) Commercial Facility					
(i) 1,000 gpd or less Design Flow	OAR 340-071-0140 (2)		*	*	\$500.00*
(ii) >1,000 gpd < 5,000 gpd Design Flow	OAR 340-071-0140 (2)		*	*	\$695.00* Plus \$160.00 per each 500 gallons >1,000
ii) >5,000 gpd Design Flow –	OAR 340-071-0140 (2)		*	*	\$1,480.00*
(b) Site Evaluation Report Review Fee	OAR 340-071-0140 (2)		*	*	\$700.00*
(iii) >5,000 gpd Design Flow	OAR 340-071-0140 (2)		*	*	\$1,480.00*
(b) Site Evaluation Report Review Fee	OAR 340-071-0140 (2)		*	*	\$700.00*
(c) Existing System Evaluation Fee	OAR 340-071-0140 (2)		*	*	\$590.00*
(d) Site Evaluation Confirmation Fee (for WPCF Permits)	OAR 340-071-0140 (2)		*	*	\$430.00*
(3) Permitting fees for systems not subject to WPCF permits					
(a) Construction – Installation Permit fees.					
(A) For systems with a standard capacity of 1,000 gpd or less.					
(i) Standard onsite system	OAR 340-071-0140 (3)		*	*	\$700.00*
(ii) Alternative Systems					
(I) Alternative treatment technologies	OAR 340-071-0140 (3)		*	*	\$980.00*
(II) Capping Fill	OAR 340-071-0140 (3)		*	*	\$980.00
(III) Absorption trenches in saprolite	OAR 340-071-0140 (3)		*	*	\$700.00*
(IV) Evapotranspiration-absorption	OAR 340-071-0140 (3)		*	*	\$700.00*
(V) Grey water waste disposal sump	OAR 340-071-0140 (3)		*	*	\$320.00*
(VI) Holding Tanks	OAR 340-071-0140 (3)		*	*	\$700.00*

Attachment F – Water Environment Services Fee Changes, continued

WATER ENVIRONMENT SERVICES	AUTHORIZING LEGISLATION	Fee set by ORS	ORS authorized fee	County Code authorized fee	BOARD ADOPTED FEE
(VII) Pressure distribution	OAR 340-071-0140 (3)		*	*	\$850.00*
(VIII) Recirculating gravel filter	OAR 340-071-0140 (3)		*	*	\$950.00*
(IX) Redundant	OAR 340-071-0140 (3)		*	*	\$700.00*
(X) Sand Filter (commercial or residential) Plan Check Construction Permit	OAR 340-071-0140 (3)		*		\$150.00 \$890.00*
(XI) Seepage trench	OAR 340-071-0140 (3)		*	*	\$720.00*
(XII) Steep slope	OAR 340-071-0140 (3)		*	*	\$720.00*
(XIII) Tile dewatering	OAR 340-071-0140 (3)		*	*	\$850.00*
(B) For systems with a design capacity greater than 1,000 gpd but not more than 2,500 gpd, the fee is equal to the fee required in paragraph (3)(a)(A) above plus for each 500 gallons or part thereof above 1,000 gallons.	OAR 340-071-0140 (3)		*	*	\$60.00
(b) Reinspection fee	OAR 340-071-0140 (3)		*	*	\$100.00
(c) Pump evaluation fee. For all permits that specify the use of a pump or dosing siphon except for sand filter, ATT. RGF, and pressure distribution systems	OAR 340-071-0140 (3)		*	*	\$35.00
(d) Plan Review fees for Commercial facility systems					
(A) 0 – 600 gpd Flow	OAR 340-071-0140 (3)		*	*	None
(B) >600 gpd <1,000 gpd design flow	OAR 340-071-0140 (3)		*	*	\$225.00

Attachment F – Water Environment Services Fee Changes, continued

WATER ENVIRONMENT SERVICES	AUTHORIZING LEGISLATION	Fee set by ORS	ORS authorized fee	County Code authorized fee	BOARD ADOPTED FEE
(C) — >1,000 gpd < 2,500 gpd design flow, the plan review fee is \$225.00 plus \$40.00 for each 500 gallons or part thereof above 1,000 gallons	OAR 340-071-0140 (3)		*	*	\$230.00 plus \$40.00 per 500 gallons >1,000 gals.
(e) — Permit Transfer, Reinstatement, or Renewal fees					
(A) — If Field Review Required	OAR 340-071-0140 (3)		*	*	\$460.00
(B) — If No Field Review Required (May be Waived if Permit is Renewed Prior to Expiration Date)	OAR 340-071-0140 (3)		*	*	\$195.00
(f) — Alteration Permit					
1. — Major	OAR 340-071-0140 (3)		*	*	\$625.00*
2. — Minor	OAR 340-071-0140 (3)		*	*	\$330.00*
(g) — Repair Permit fees					
(A) — Single Family Residence					
a. — Minor	OAR 340-071-0140 (3)		*	*	\$605.00*
b. — Major	OAR 340-071-0140 (3)		*	*	\$320.00*
(B) Commercial Facility (see Septic Tank Permits)	OAR 340-071-0140 (3)		*	*	Same as Item (3) Septic Tank Permits Section (a) or (b)
(h) — Permit Denial Review fee	OAR 340-071-0140 (3)		*	*	\$290.00*
(i) — Authorization Notices fees					
(A) — Field Visit Required	OAR 340-071-0140 (3)		*	*	\$590.00*
(B) — No Field Visit Required	OAR 340-071-0140 (3)		*	*	\$215.00*
(C) — Authorization Notice Denial Review	OAR 340-071-0140 (3)		*	*	\$400.00*
(D) — Renewal of hardship authorization for temporary dwelling, if field visit required	OAR 340-071-0140 (3)		*	*	\$340.00*
(j) — Alternative system inspection fee					
(A) — Holding tanks	OAR 340-071-0140 (3)		*	*	\$250.00*
(B) — Other Alternative systems in subsection (3)(a)	OAR 340-071-0140 (3)		*	*	\$340.00*
(k) Annual report evaluation fee					
(A) — Holding tanks	OAR 340-071-0140 (3)		*	*	\$35.00
(B) — Commercial sand filters, Recirculating gravel filters, and alternative treatment technology	OAR 340-071-0140 (3)		*	*	\$70.00

Attachment F – Water Environment Services Fee Changes, continued

WATER ENVIRONMENT SERVICES	AUTHORIZING LEGISLATION	Fee set by ORS	ORS authorized fee	County Code authorized fee	BOARD ADOPTED FEE
(7) Sewage Disposal Service License and Truck Inspection fees					
(e) Pumper truck inspections:					
(A) First Vehicle	OAR 340-071-0140 (7)		x	x	\$120.00
(B) Additional Vehicles Inspected at the Same Time	OAR 340-071-0140 (7)		x	x	\$60.00
*(8) Contract County Fee Schedules					
(a) Each County having an agreement with the Oregon DEQ under ORS 454.725 must adopt a fee schedule for services rendered and permits issued. The County fee schedule may not include the Oregon DEQ surcharge established in section (9) below unless identified as an Oregon DEQ surcharge.					
(b) A copy of the fee schedule and any subsequent amendments to the schedule must be submitted to the Oregon DEQ.					
(c) Fees may not exceed actual costs for efficiently run services.					
*(9) Department Surcharge					
(a) To offset a portion of the Oregon DEQ administrative and program oversight costs of the statewide onsite wastewater management program, the DEQ and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required. This surcharge does not apply to sewage disposal service license applications, pumper truck inspections, annual report evaluation fees, or certification of installers or maintenance providers.	OAR 340-071-0140 (9)	x	x	x	\$60.00 or as set by the Oregon Legislature
(10) Refunds					
The department may refund 80% of a fee accompanying an application if the applicant withdraws the application before any field work or other substantial review of the application has been done.					
Public Records Request	ORS 192.440 (4) & CC policy & Procedure for Public Records Requests		x	x (County policy)	\$1.00 for first page and \$0.10 every page thereafter & minimum charge of \$20.00 per hour for staff time for voluminous requests
Public Records Request	ORS 192.440 (4) & CC policy & Procedure for Public Records Requests		x	x (County policy)	\$1.00 for first page and \$0.10 every page thereafter & minimum charge of \$20.00 per hour for staff time for voluminous requests

Attachment F – Water Environment Services Fee Changes, continued

WATER ENVIRONMENT SERVICES	AUTHORIZING LEGISLATION	Fee set by ORS	ORS authorized fee	County Code authorized fee	BOARD ADOPTED FEE
Public Records Research	ORS 192.440 (4) & CC policy & Procedure for Public Records Requests		x	x	\$35.00 per hour plus cost of reproduction
1. Plot Plans			x	x	\$10.00
2. Existing System Report			x	x	\$10.00

Attachment G – Law Library Fee Changes

Description	Authorizing Legislation	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount
LAW LIBRARY						
Copies	Code 1.01.090					
Self-service photocopy				X	\$0.10 per copy	\$0.20 per copy
Self-service printer copy				X	\$0.10 per copy	\$0.20 per copy
Color photocopy				X		\$0.50 per copy
Color printer copy				X		\$0.50 per copy
Microfilm				X	\$0.015 per copy	\$0.25 per copy
Microfilm copies made by staff				X	\$0.20 per page plus postage or fax charge, if applicable	\$0.25 per page plus postage, fax, scan or email charge
Copies made by staff and mailed				X	\$0.15 per page plus postage	\$0.25 per page plus postage
Copies made by staff and faxed				X	\$0.15 per page plus fax charges	\$0.25 per page plus fax charges
Copies/scans/prints made by staff and emailed				X		\$3.00 per page
Legal Document Request				X		\$1.00 per citation, case number or results list faxed or emailed
PACER search/retrieval				X		\$0.10 per page
Fax	Code 1.01.090					
Sending				X	\$2.00 for each 1-10 pages	\$2.00 for each 1-10 pages
Receiving				X	\$0.20 per page	\$0.20 per page
Overdue Material	Code 1.01.090			X		\$1.00 per day, replacement cost after 60 days
Processing fee for billing copy/print charges	Code 1.01.090			X	\$2.50	\$5.00
Processing fee for late payment (over 60 days)	Code 1.01.090			X		\$2.50
Lost or damaged material	Code 1.01.090			X	actual cost	actual cost
Processing fee for replacing lost or damaged materials	Code 1.01.090			X		\$25.00
Pass Point Access Card	Code 1.01.090			X		
Original Card					\$25	-
Replacement Card					\$25	-
Renewal Fee					\$25	-

Attachment H – Facilities Division Fee Changes

Description	ORS auth. fee	Fee set by ORS	Code auth. Fee	Current FEE amount	Proposed FEE amount
FINANCE, FACILITIES DIVISION					
Non Refundable Public Usage Fee for County-owned Facilities			X		\$50.00
Refundable Public Usage Deposit for County-owned Facilities			X		\$500.00